



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

Division of Mental Health and Addiction
402 W. WASHINGTON STREET, ROOM W353
INDIANAPOLIS, IN 46204-2739
317-232-7800
FAX: 317-233-3472

Anne Waltermann Murphy, Secretary

September 14, 2009

To: Indiana ATR Recovery Consultants

From: Eric Scott, Program Director
Indiana Access to Recovery

Re: Memo 024 – RC Rate Consolidation and Clarification

To better serve the needs of Recovery Consultants and clients, the rates for electronic contact and administration will be consolidated effective September 20, 2009. Intake administration, follow-up administration, discharge administration, pre-follow-up electronic contact, and post-follow-up electronic contact will be combined. The new category, which will include the activities covered by the previously stated service categories, will be called **RC – Administration**. RC – Administration will be reimbursed by Indiana ATR at a rate of \$7/unit. These changes are reflected in the attached ATR Rate Sheet. To facilitate improved record keeping, a new client contact log specifically for RC-Administration is attached to this email and should be used for all administrative services beginning September 20, 2009.

Examples of reimbursable activities under this new **RC – Administration** category include:

- Administration related to intake, follow-up, and discharge GPRA interviews (WITS data entry and client file maintenance)
- Completion of ANSA questionnaire and data entry
- Communication with providers and other contacts listed on Release of Information for coordination of services scheduled in Individualized Recovery Plan
- Telephone communication with clients
- Attempts to contact client for required electronic contact, personal contact, or GPRA interviews
- Calls to contacts listed on Client Information Sheet and Release of Information (for example: sister, mother, brother) as part of attempts to contact client for phone contact, personal contact or GPRA interviews.

RC – Administration can only be billed at the time of a successful personal contact or GPRA interview with the client. As stated in the ATR Policies and Procedures Manual, personal contacts must occur at least once every six weeks but can occur once every three weeks. For example, if you make five phone calls in attempt to reach the client and call one provider to discuss the IRP, you would keep a running log of those administrative activities and will release the encounter to billing when you finally see the person face-to-face and obtain a signature for verification. In documenting administrative activities, each separate activity entry must contain a start and end time as well as two, client-specific, substantive sentences.

This new method of billing will hopefully cut down on the confusion around appropriate billing practices. The new INATR005-RC-AD log for RC administration is attached to this memo and posted on SharePoint. Additionally, the revised INATR005-RC Client Contact Log is attached which reflects the abovementioned changes (removal of admin services, etc.). Please contact your county representative if you would like further clarification on this policy change.

Thank you,

Eric Scott
Program Director
Indiana Access to Recovery, Division of Mental Health and Addiction

Cc: Diana Williams





INATR – 005 – RC – AD Administrative Log 09-14-2009

ADMINISTRATIVE ACTIVITIES

Client Name: _____

ATR SERVICE CATEGORY- RC ADMINISTRATION

Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

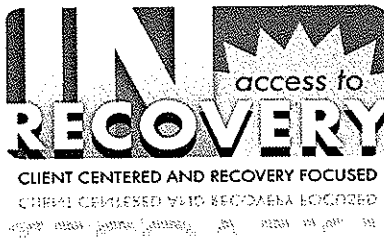
Start Date: _____ Start Time: _____ End Time: _____ Notes (2 substantive sentences): _____

Administrative activities must be billed in conjunction with a personal contact or GPRA interview appointment.

IN-PERSON ACTIVITY: Personal Contact OR GPRA Interview (circle one), Date: _____, Time: _____

ATR RC Administration Units: _____ Encounter Id: _____

Client Signature: _____ Rendering Staff: _____



INATR – 005 – RC Client Contact Log 3-26-2009

PROGRESS REPORT

Client Name: _____

⇒ Client is remaining steady in their recovery

☐ Yes ☐ No

⇒ Housing Status:

Detoxification Unit

Residential Treatment

Transitional Housing

Home

Other: _____

☐
☐
☐
☐

⇒ Consistently Accessing Services at Referral Agencies

☐ Yes ☐ No

⇒ Recovery Plan:

1. Clinical Needs
2. Medical Needs
3. Support Group Attendance
4. Transportation Needs
5. Education, Employment Needs
6. Peer Coaching or Mentoring
7. Drug and Alcohol-Free Social Activities
8. Other State and Federal Assistance
9. Other: _____

☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No

⇒ Progress towards Recovery goals & objectives

⇒ Vouchers Needed: _____

New Referral ☐
New Referral ☐
New Referral ☐

⇒ ATR Forms:

1. IRP Reviewed/Updated
2. Release of Information Reviewed/Updated
3. Client Information Sheet Reviewed (Contacts Updated)

☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a
☐ Yes ☐ No ☐ n/a

Start Date: _____ Start Time: _____ End Time: _____ ATR Units: _____ Encounter Id: _____

ATR SERVICE CATEGORY- select only one box for each log entry

RECOVERY CONSULTATION

- | | | |
|--|---|--|
| <input type="checkbox"/> Intake Screen (Client Not Eligible) | <input type="checkbox"/> GPRA Follow-up Interview | <input type="checkbox"/> GPRA Discharge Interview |
| <input type="checkbox"/> Intake Interview | <input type="checkbox"/> *GPRA Follow Up Client Incentive | <input type="checkbox"/> *Emergency Relapse Prevention |
| <input type="checkbox"/> Pre-GPRA Follow-up Personal Contact | <input type="checkbox"/> Post-GPRA Follow-up Personal Contact | |

* For all services with an asterisk (*) - there must be an invoice/receipt in the client file for each log entry.

Case Note (at least 2 substantive, client-specific sentences):

Next Appointment:

☐ Personal Contact/Date: _____ ☐ Electronic Contact/Date: _____ ☐ Interview/Date: _____

Client Signature: _____ Rendering Staff: _____



Indiana Access to Recovery (ATR) – Recovery Consultation Services Rate Sheet

The reimbursement rates for each of the services available through Indiana Access to Recovery are listed below. These rates are subject to change. ***No change will be retroactive.***

Modality or Service Type	Cost Per Unit	Unit	Maximum Cost per Client	Maximum combined expenditure
RC - Intake Interview	\$12.00	¼ hour	\$1,000.00	\$3,000.00
RC - Follow Up Interview	\$16.00			
RC - Discharge Interview	\$14.00			
RC - Pre-Follow Up Personal Contact	\$14.00			
RC - Post-Follow Up Personal Contact	\$14.00			
RC - Administration	\$7.00			
RC - Follow-up Client Incentives	\$1.00	\$1.00	\$20.00	
RC - Follow-up Provider Incentives – 85%	\$20.00	\$20.00	\$20.00	
RC - Emergency Relapse Prevention	1:1	\$1.00	\$500.00	
RC - Intake Screen (Is only used when clients do not qualify for ATR)	\$20.00	\$20.00	\$20.00	